

## Terms and Conditions

By signing this Agreement the employer, high school/agency instructor, and student agree to the following terms and conditions:

### A. The Employer agrees to:

- provide a training experience for the student and assist him/her in completing his/her Training Plan in consultation with the high school/agency representative;
- designate an individual as the supervisor to orient, train, monitor the student, and to serve as a liaison between the employer and high school/agency;
- provide the student activities for at least the minimum number of hours and weeks specified;
- reserve the right to discharge the student for just cause;
- notify the high school/agency contact immediately of any change in student's job duties and/or supervisor;
- provide feedback to the student on their work performance throughout the term;
- evaluate the student at the end of the term on a form provided by the high school/agency;
- assign duties without regard to race, sex, national origin, religion, disability, color, parental/marital status;
- be in compliance with OSHA regulations and orient student to company safety policies;
- cover the student in its workers' compensation policy (if a paid internship);
- pay a salary which is consistent with the employer's practices and policies (if a paid internship).

### B. The High School/Agency agrees to:

- provide a qualified instructor to teach HD-180 Career Development Internship and develop Training Plans;
- monitor the progress of the student via visits to the worksite during the term;
- determine a grade and award credit for successful job performance and completion of related assignments;
- notify the employer if the student withdraws from the program and/or the high school/agency;
- obtain necessary documentation (Training Plan, Time Sheet, Terms and Conditions Form);
- provide worker's compensation insurance coverage for non-paid positions.

### C. The Student agrees to:

- be enrolled in and participate in HD-180 offered by the high school/agency;
- interview and secure an internship approved by the high school/agency;
- register online for the appropriate number of college credits;
- work the required number of hours during the term in relation to the number of college credits requested;
- develop a Training Plan in conjunction with the high school/agency and the employer;
- immediately inform the high school/agency of any problem or changes in job responsibilities;
- abide by the regulations and policies of both the employer and the high school/agency;
- complete all assignments associated with the HD-180 seminar.

Employer: \_\_\_\_\_ Date: \_\_\_\_\_

High School/Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Student: \_\_\_\_\_ Date: \_\_\_\_\_